



***State of Washington
Department of Transportation
Notice to Consultants
Tacoma HOV Construction Schedule Reviewer***

Washington State Department of Transportation (WSDOT) solicits interest from consultants interested in submitting a Statement of Qualifications for a Construction Schedule Reviewer for the department's high occupancy vehicle (HOV) construction program in the Tacoma area. WSDOT will award one (1) agreement for the consultant to provide no less than half-time support for the duration of the agreement. The agreement will include work on two (2) separate and concurrent construction contracts. The agreement will be for three years (with the option for an additional year) starting in February 2005, with an estimated value of \$450,000.

Project Description

WSDOT has two upcoming construction projects totaling more than \$150 million that will widen the SR 16 corridor and the I-5 corridor through Tacoma to provide HOV lanes.

Because of the magnitude and complexity of these projects, WSDOT will need to monitor and analyze construction schedules on a daily basis. The selected consultant will be key in assisting the department in the timely resolution of contract changes, evaluating risk, and minimizing delay claims. It is WSDOT's intent to hire a consultant to provide a specific individual to provide the expertise to monitor and analyze the construction schedules.

The selected consultant will dedicate their entire effort performing the following:

1. Analyzing and reporting what work tasks are planned and how each task relates to the contract requirements;
2. Analyzing and reporting the physical logic and progression of the schedules and any conflicts with contractual provisions or constraints;
3. Analyzing and reporting the affects of changes to the contract; and
4. Maintaining a baseline and as-built record of the construction activity.

The selected consultant will report directly to the WSDOT's Project Engineer for each project and will work at the WSDOT's Project Office for the duration of the work under the agreement.

The department will only consider consultants with highway and bridge construction experience. Scheduling experience from a construction contractor perspective is desirable.

Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for each of these projects. The following information and criteria will be used to evaluate and rank responses:

1. Qualification of the proposed Construction Schedule Reviewer;

2. Experience with Scheduling Software and developing schedules for construction Contractor's; and
3. References/ past performances.

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. All scoring criteria will be rated on a scale of 0 (Low) to 20 (High.)

Submittals

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty (20) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 and 2.

Your Statement of Qualifications "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 3; and
- Your Submittal Information Packet forms.

The page limitation does not apply to the front and back covers of "Packet A" and all of "Packet B."

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications and your firm clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;
- Statement of Qualifications broken into "Packet A" and "Packet B" as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.



Faxed or e-mailed submittals will not be accepted. Four (4) copies of your “Packet A” and one (1) copy of “Packet B”, whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Wednesday, ~~February 16, 2005~~ [March 2, 2005](#):

Mr. Michael B. Rice
Director, Consultant Services
Washington State Department of Transportation
Capital View II Building, 2nd Floor
724 Quince Street SE
Olympia, WA 98504-7323

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7104.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT’s “Disadvantaged Business Enterprise Program Plan.” The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Wednesday, January 12, 2005, and Wednesday, January 19, 2005.

[Corrected Notice publication in the Seattle Daily Journal of Commerce: Monday, February 7, 2005.](#)

Submittal Due Date: ~~Wednesday, February 16, 2005~~ [Wednesday, March 2, 2005.](#)